26729 - Project and Service Management Assistant

Location: Brussels, Belgium.

Period: 250 (start on 30 Nov. 2026)

Deadline: 02 Nov. 2026

Duties/Roles:

- Project management support;
- Support project-related presentations and documentation;
- Oversee and maintain data quality in Business Management Tools;
- Support issuance of Purchase Requests, Purchase Orders and Operational Level Agreements;
- Produce Meeting minutes and note taking for project meetings and Project/Programme board;
- Manage and coordinate project-related meetings;
- Stakeholder support.

Skills, Knowledge, Experience Required:

Mandatory:

- The candidate must have a currently active NATO SECRET security clearance
- At least 3 years' experience in a progressively responsible project administrative support role;
- Experience in organizing and maintaining project documentation, ensuring version control, and archiving;
- Experience of documentation management systems and data analysis tools (e.g., Excel, SharePoint);
- Experience with Project management and/or Enterprise Resource Planning tools;
- Experience in the use of Business Information (BI) Tools to generate accounting and finance reports (including time accounting);
- Proven experience in preparing status reports, and providing risk assessments;
- Proficiency in tracking project milestones, timelines, budgets, and progress reporting;

- Experience serving as a liaison between stakeholders, responding to queries, and distributing updates;

- Knowledge of project budgeting and experience in tracking and reporting on financial performance;

- Strong organizational and multitasking abilities;

- High attention to detail and accuracy;

- Strong organizational skills with the ability to prioritize tasks effectively;

- Excellent interpersonal skills, enabling effective communication with stakeholders at all levels;

- Ability to train and support team members on management tools;

- Knowledge of NATO responsibilities and organization.

- Highly motivated, team player, able to work collaboratively within cross-functional teams;

- Strong listening, writing and communication skills in English (additional languages is considered a plus);

- Advanced analytical skills;

- Experience in organizing meetings, conferences and events, coordinating with various stakeholders.

Required Level of Security Clearance:

NATO SECRET.